

MYENGAGE PASSWORD RESET & PORTAL VALIDATION



The **MyEngage Dashboard** is a new, single sign-on entry point to access the Engage employee portal and other helpful resources.

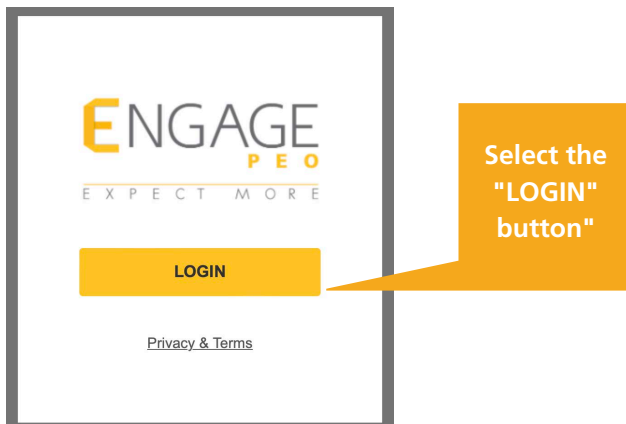
FOLLOW THIS STEP-BY-STEP GUIDE TO RESET YOUR PASSWORD

The Reset Password function serves two purposes:

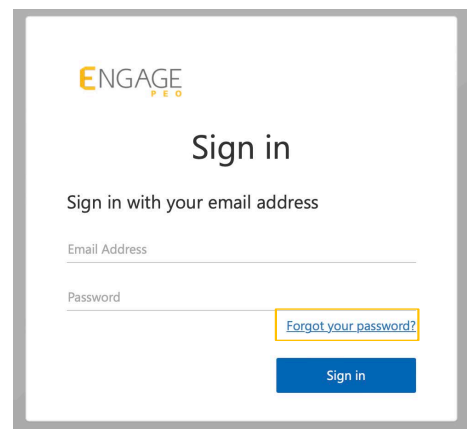
1. Allows registered users to update their password
2. Enables non-registered users to complete their registration

1 ACCESS THE MYENGAGE DASHBOARD

Go to my.engagepeo.com.

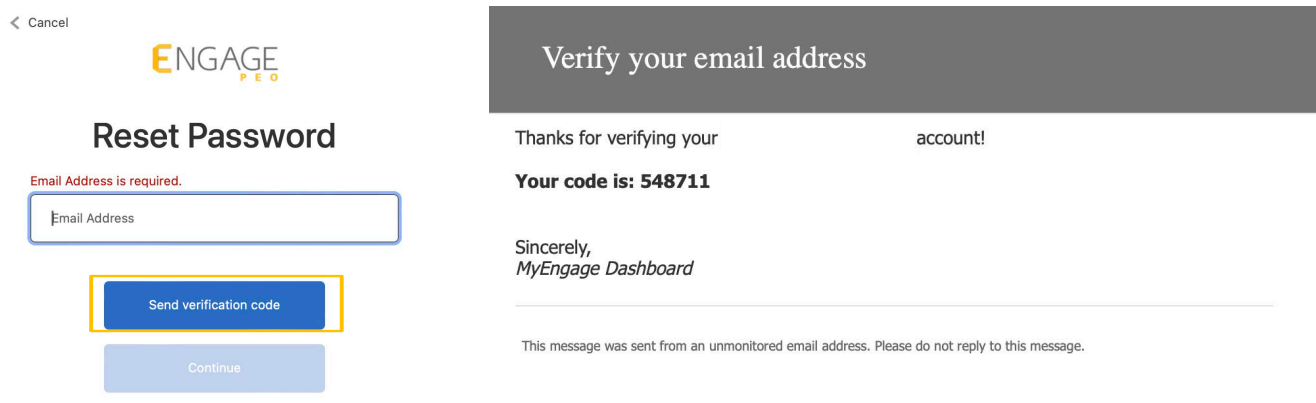


2 SELECT "FORGOT YOUR PASSWORD?"



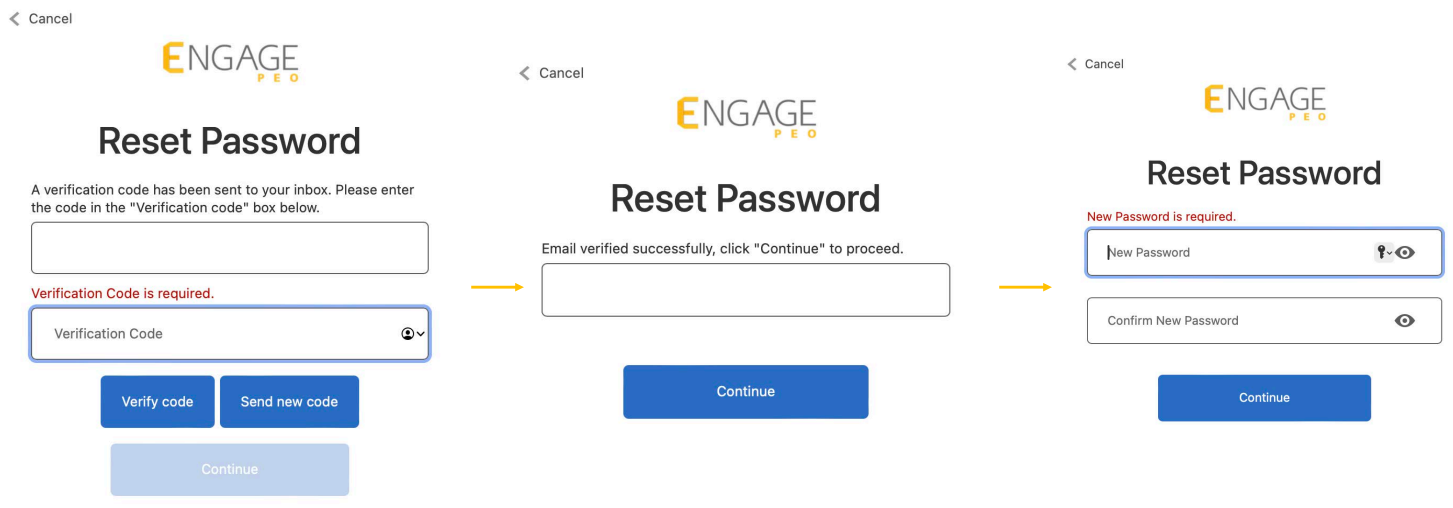
3 SEND A VERIFICATION CODE

Enter your MyEngage e-mail address and click "Send verification code." You will receive an email from the MyEngage platform that contains the code.



4 ENTER VERIFICATION CODE & VERIFY CODE

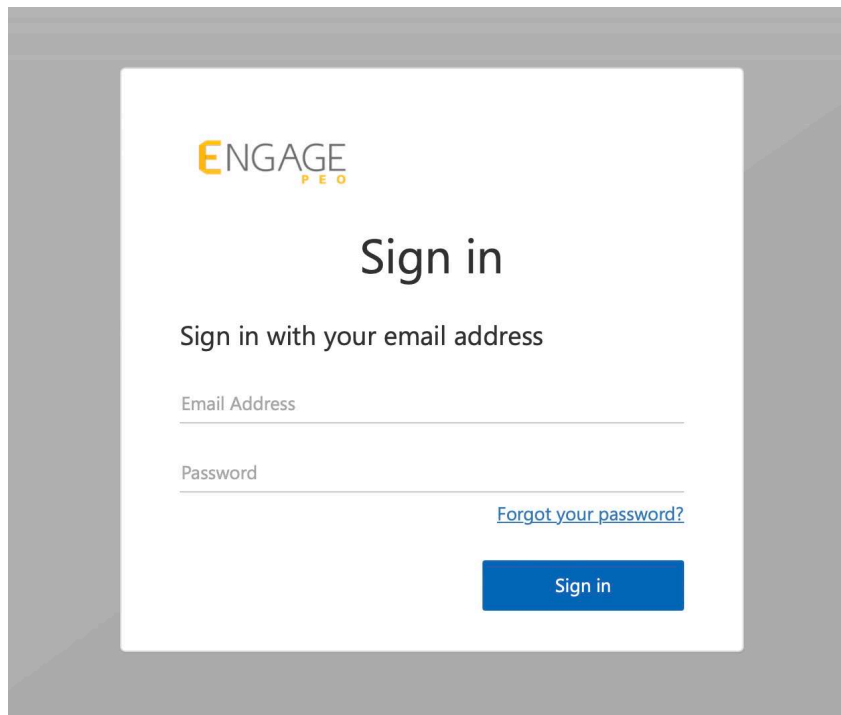
Enter/copy and paste your code into the "Verification Code" input box and select "Verify Code" button. Your e-mail address is now verified, and you can continue to the platform by selecting the "Continue button"



FOLLOW THESE STEPS TO VALIDATE YOUR MYENGAGE DASHBOARD.

1 ACCESS YOUR MYENGAGE ACCOUNT

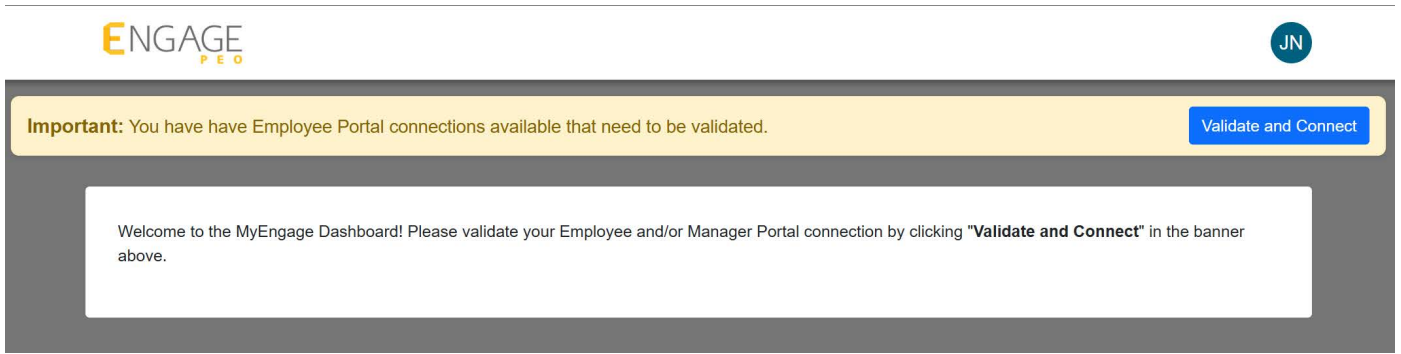
To access MyEngage going forward, simply go to my.engagepeo.com.



The screenshot shows the MyEngage sign-in page. At the top left is the ENGAGE PEO logo. Below it is the heading "Sign in" and the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". To the right of the password field is a link that says "Forgot your password?". At the bottom right is a blue "Sign in" button.

2 VALIDATE YOUR INFO

Once logged into MyEngage, you will notice a yellow banner at the top of the page. Click the blue "Validate and Connect" button on this banner.



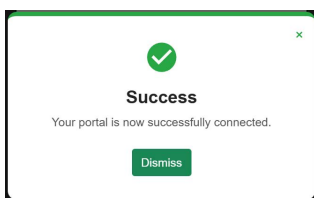
A box will then appear asking to validate your information. Please enter the requested information and hit the blue "Validate" button upon completion.

Validate Your Info

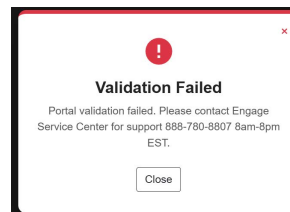
SSN:

Date of Birth:

Last Name:



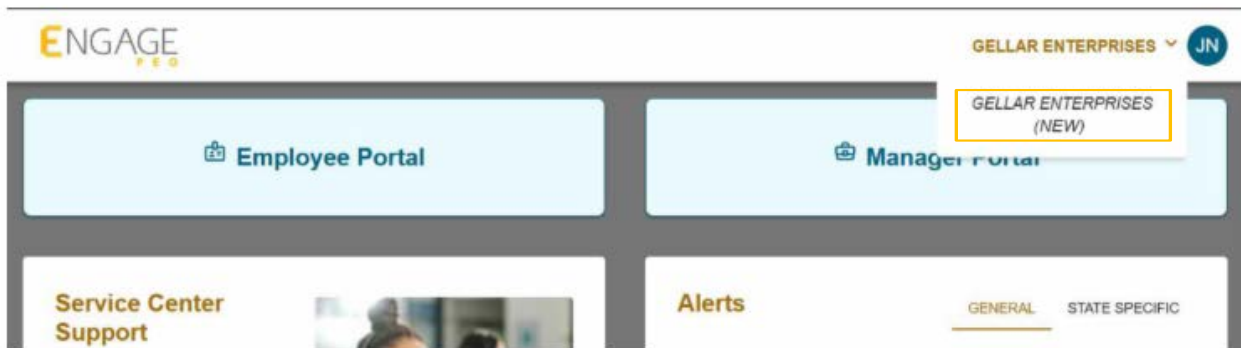
A confirmation pop up will appear when you have successfully entered your info



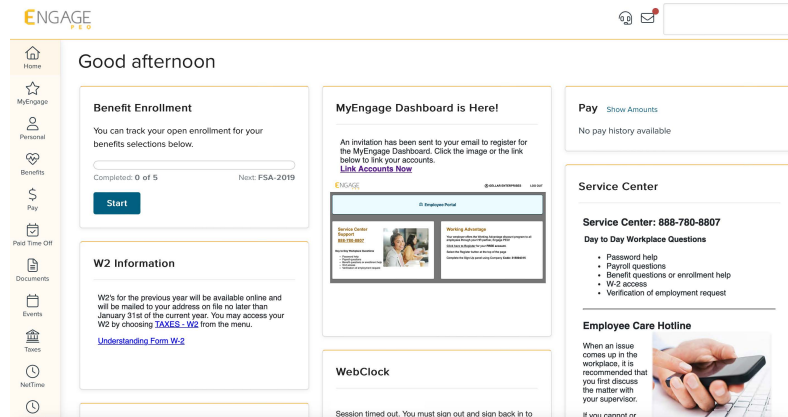
An error message will appear if your information is not entered correctly. Please reach out to the Service Center for support if you receive this message.

3 SELECT THE "EMPLOYEE PORTAL" LINK TO ENTER YOUR EMPLOYEE PORTAL

(Managers will also see a Manager Portal link, if applicable)



Once you have selected the Employee Portal link, you will complete your setup and have access to your portal tools such as W2 information, pay history, and more.



If you need further assistance, please contact the Employee Service Center:

Phone: 1-888-780-8807

Email: contact@engagepeo.com

Support available: Monday through Friday, 8:00 AM to 8:00 PM EST